

Creating Special and Probationary Appraisals

The process to create **Special** and **Probationary Appraisals** is almost identical to the process used to create Annual Appraisals. To create either a Special or Probationary Appraisal, the Rater will click the Create New Appraisal link from their Home Page:

This will take the Rater to a screen listing the employees he or she supervises. The Rater will select the employee for whom the appraisal is to be created by clicking the employee's name.

Employee Name	Title Code	Job Title	Organization Name	Supervisor	Annual Required
LEVY, KELLY ANN	000493	TRAINING TECH III	PERS-STAFF	Yes	Yes
SCROGGINS, CYNTHIA	000493	TRAINING TECH III	PERS-STAFF	Yes	Yes

The Rater will be taken to the Select Appraisal Type screen to select the type of appraisal (Special or Probationary) they want to create for the employee. The Rater will select the appraisal type from the drop down box and click "OK."

Home Page > Select Employee - Performance Appraisals > Select Appraisal Type

Select New Appraisal Type

[How to Evaluate and Rate Employee Performance Objectives](#)

Employee Name: LEVY, KELLY ANN
Job Title: TRAINING TECH III
Organization: PERS-STAFF
Supervisor: Yes

Select New Appraisal Type: Special

☒ Enable Quick Scoring

The Create Performance Appraisal screen will open. The example below shows the Appraisal in “Quick Scoring” mode.

NOTE: If performance objectives were not previously created for the appraisal type (Special or Probationary), the Rater will not be able to proceed with the appraisal until this step has been completed. In other words, a specific “set” of objectives must already exist for Special or Probationary Appraisals. If the Rater initially created performance objectives which apply to the employee’s Annual appraisal, a new – or duplicate set of objectives – must also be created for other types of appraisals.

The Missouri State Employee Online Performance Appraisal System

PERforM
Productivity, Excellence and Results for Missouri

Friday, May 04, 2007 4:56:16 PM Welcome - ALLAN FORBIS (BDS\Perform_BDS) your role(s): [Admin](#) [Reviewer](#) [Rater](#)

[Home](#) [My Employees](#) [My Reviews](#) [System Administration](#) [Reports](#) [Online Help](#) [Log Out](#)

[Home Page](#) > [Select Employee - Performance Appraisals](#) > [Select Appraisal Type](#) > Create Performance Appraisal

Create New Appraisal [How to Evaluate and Rate Employee Performance Objectives](#)

Employee Details		Performance Objectives	
Employee Name	LEVY, KELLY ANN	Job Title	TRAINING TECH III
Supervisor Name	FORBIS, ALLAN J.	CIWS Description	UCP MERIT SYSTEM CLASSIFIED
Agency	OFFICE ADMINISTRATION-OPER	Percentage Fulltime	1.0
Organization	PERS-STAFF	Months of Service	162.0 months

Performance Appraisal Details			
Appraisal Type	Special	Rating Period	-
Appraisal Status	New	Appraisal Date	5/4/2007 4:56:15 PM
Appraisal Start Period	<input type="text"/>	Appraisal End Period	<input type="text"/>

Objective	Rating
1. Knowledge of Work	● 1 ● 2 ● 3 ● 4 ● 5 ● 6 ● 7 ● 8 ● 9 ● 10
2. Quality of Work	● 1 ● 2 ● 3 ● 4 ● 5 ● 6 ● 7 ● 8 ● 9 ● 10
3. Situational Responsiveness	● 1 ● 2 ● 3 ● 4 ● 5 ● 6 ● 7 ● 8 ● 9 ● 10
4. Initiative	● 1 ● 2 ● 3 ● 4 ● 5 ● 6 ● 7 ● 8 ● 9 ● 10
5. Dependability	● 1 ● 2 ● 3 ● 4 ● 5 ● 6 ● 7 ● 8 ● 9 ● 10
6. Performance Planning and Documentation	● 1 ● 2 ● 3 ● 4 ● 5 ● 6 ● 7 ● 8 ● 9 ● 10
7. Leadership Skills	● 1 ● 2 ● 3 ● 4 ● 5 ● 6 ● 7 ● 8 ● 9 ● 10
8. Management Skills	● 1 ● 2 ● 3 ● 4 ● 5 ● 6 ● 7 ● 8 ● 9 ● 10



Overall Comments:

[Calculate Only](#) [Save](#) [Submit](#) [Exempt & Submit](#) [Attachments](#) [Print Preview](#)

[Detail explanation about button functionality](#)

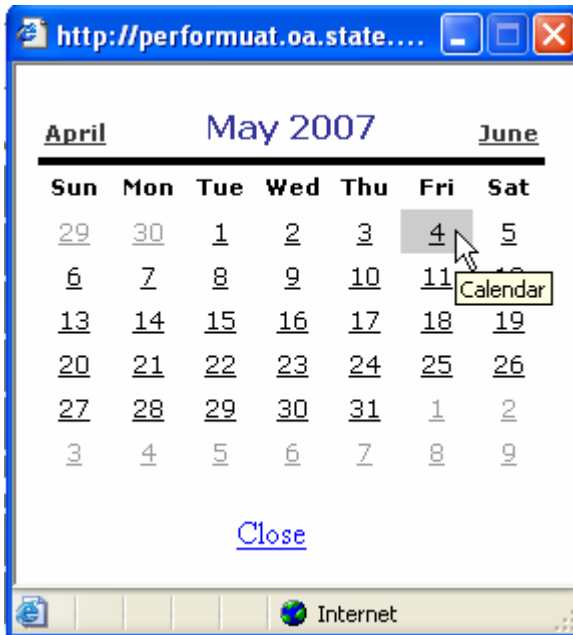
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The significant difference between creating an Annual Appraisal and creating a Special or Probationary Appraisal is the need to enter the Appraisal’s Start Period and the Appraisal’s End Period. To select an appraisal start date, the Rater will click on the calendar next to the text box:


Appraisal Start Period  Appraisal End Period 

[Open Calendar](#)


A calendar will pop up for the Rater to select a start date for the Appraisal. The Rater will click on the desired date to indicate the start date:



The selected date will appear in the text box.

Appraisal Start Period 

The Rater can also type a date in the box instead of using the pop up calendar. For example, the Rater could type the end date for the Appraisal directly in the box instead of using the calendar.

Appraisal End Period 

Completing the Appraisal

After these initial steps have been completed, the Rater will complete and submit the appraisal for approval in the same way Annual Appraisals are completed and submitted for approval. Please review [Creating Annual Appraisals](#) for more information.